

Harassment Reporting Policy Template

1. Policy Purpose

This document outlines the policy and procedures for reporting harassment within [Organization Name].

2. Scope

This policy applies to all employees, contractors, volunteers, and visitors of [Organization Name].

3. Definition of Harassment

For the purpose of this policy, harassment includes but is not limited to unwelcome verbal, physical, or visual conduct based on protected characteristics that creates a hostile or offensive environment.

4. Reporting Procedures

1. Individuals who experience or witness harassment should report the incident as soon as possible.
2. Reports can be made to a supervisor, manager, HR representative, or designated reporting contact.
3. Reports should include details such as date, time, location, parties involved, and description of the incident.

5. Investigation Process

1. All reports will be reviewed promptly and handled confidentially to the extent possible.
2. An impartial investigation will be conducted.
3. Appropriate action will be taken based on investigation findings.

6. Protection Against Retaliation

[Organization Name] prohibits retaliation against anyone who makes a report or participates in an investigation under this policy.

7. Confidentiality

All reports and investigations will be kept confidential, except as necessary for a thorough investigation and to take corrective action.

8. Policy Review

This policy will be reviewed and updated regularly to ensure effectiveness.

Date Issued: _____

Approved By: _____